

Initial Assessment Narrative – Primary Caregivers

1. From the desktop, go up to Create>Casework. From the Create Casework Page, select Assessment from the Assessment Icon and the family case. No participants are selected.
2. The next page will be the Assessment Report Link page. This page will show how many Protective Services and/or Services Intakes that need to be linked to an assessment. Select the check box for the report(s) that are to be linked to this assessment and click continue.

Assessment Report Link -- Web Page Dialog

eWiSACWIS Print Spell Check Help

CPS Reports

	Report Name	Supervisor Screening Date	Date and Time Report was Received
<input checked="" type="checkbox"/>	Betty Forest	06/12/2006 09:22:04	06/12/2006 09:15:00

Continue Close

3. The Assessment and Report boxes at the top of the page will pre-fill with case name, case status, response time, and date. The remainder of the page consists of five tabs. The first tab is called the Participants tab. The Participants tab consists of demographic information that is carried over from the Intake. The participant's names are Hyperlinks. If individual information needs to be updated, click on their name and the system will open up the Person Management page for that individual (See Quick Reference Guide for Person Management). The Edit Roles Hyperlink will allow the case manager to edit the current roles for each individual. Finally, the insert button at the bottom of the page will allow additional participants to be added to the assessment. Click on insert and a Pop up message box will open with other participants listed on the Intake. Click the Radio button next to the individuals you want to add to the assessment and click continue (no screen shot).

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Assessment Name: Forest, Betty Status: Open **Report** Response Time: Same Day Date: 06/12/2006

Participants Basic Allegations Contacts Results

Assessment Participants

Name	Gender	DOB	Race	Roles	Edit Roles
Kevin Forest	Male	01/01/2006	White	AV-HM	Roles
Betty Forest	Female	02/02/1971	White	HM-PR-RN-RP	Roles
Joe Forest	Male	01/01/1970	White	HM-PR	Roles

Insert

Options: **Save** **Close**

Done Trusted sites

- Click to the Basic tab. The Case Name Information Box will pre-fill with case demographics. The Living Arrangement of the Children Box is a drop down value. Select the appropriate value of the living arrangements of the children at the time of the assessment. Finally, the Family Characteristics consists of three drop down fields. Pick the values that best describe the family.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Assessment Name: Forest, Betty Status: Open **Report** Response Time: Same Day Date: 06/12/2006

Participants **Basic** Allegations Contacts Results

Case Name Information

CAO:

Street #: 64 Street: Main Street Apt.: 1

City: Crandon State: WI Zip: 54520 Country: United States

Phone: (715)222-6549 Ext.: Alt. Phone: Alt. Ext.:

Fax:

Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement of the Child(ren):

Family Characteristics/Conditions

Family Characteristics/Conditions: None Observed

Family Characteristics/Conditions: Not Applicable - No allegation relating to primary caregiver

Family Characteristics/Conditions: Other

Other financial stress

Partner/non-family member in household which poses a concern

Poor/Violent neighborhood conditions

Receiving Public Assistance

Serious illness/phys. disability affects caregvr. capacity

Single parent household

Social isolation/lack of support systems

Unemployment

Options:

Save Close

Done Trusted sites

- The Allegations Tab will pre-fill with the alleged victim and alleged maltreater. The abuse/neglect code and description will also pre-fill from the Intake. The relationship to the victim is a drop down value. Select the appropriate value for the case. The assessment result is also a drop down value. Select the appropriate value. The Medical check box refers to if the child received medical attention for the injury received from the abuse. The Fatality check box refers to if the child died due to neglect/abuse.

The boxes below should be checked if the investigation is an Independent Investigation and/or the victim is legal or agency custody.

NOTE: It is important to complete the Assessment Result prior to supervisory final approval. If the Assessment Result is in Pending Status, the assessment can not be approved.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Assessment Name: Forest, Betty Status: Open **Report** Response Time: Same Day Date: 06/12/2006

Participants Basic **Allegations** Contacts Results

Allegations

Report ID	Alleged Victim	Alleged Maltreater	Relationship to Victim	A/N Code	Description	Assessment Result	Medical	Fatality
8000631	Kevin Forest	Joe Fore	Biological Parent	Physical Abuse	Bruising-Burn/Scald	Pending	<input type="checkbox"/>	<input type="checkbox"/>

Not able to locate source
Pending
Substantiated
Unsubstantiated

☐ Independent Investigation ☐ Is the alleged victim(s) in Agency legal and/or physical custody

Insert

Save Close

Done Trusted sites

6. Move to the Contacts Tab. This is a view only tab. The Contacts will pre-fill from contacts that were documented in the system. See Quick Reference Guide on how to create Assessment Contacts and Initial Face to Face Contact.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Assessment Name: Forest, Betty Status: Open **Report** Response Time: Same Day Date: 06/12/2006

Participants Basic Allegations **Contacts** Results

Contacts

Note ID	Name	Affiliation/Relationship	Title	Date	Contact Date/Time
9221306	Kevin Forest	child	child	06/10/2006	06/10/2006 10:00 AM
9221307	Joe Forest	father	father	06/11/2006	06/11/2006 10:00 AM

Save Close

Done Trusted sites

7. The last tab is the Results Tab. At this point, the Results Tab does not have much information that pre-filled. This tab is view only and will pre-fill from information documented in the IAPC.

The Options menu has a wide variety of text documents and check lists for the worker to use.

The screenshot displays the eWiSACWIS web application in a Microsoft Internet Explorer browser window. The title bar reads "Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the logo "eWiSACWIS" and navigation links for "Print", "Spell Check", and "Help".

The main interface is divided into two sections: "Assessment" and "Report". The "Assessment" section shows "Name: Forest, Betty" and "Status: Open". The "Report" section shows "Response Time: Same Day" and "Date: 06/12/2006".

Below these sections are five tabs: "Participants", "Basic", "Allegations", "Contacts", and "Results". The "Results" tab is currently selected.

The "Results" tab contains several sub-sections:

- Assessment Results:** A list of radio buttons for "Substantiated", "Unsubstantiated", "Pending", "Not able to locate sources", "Likely to occur", and "Unlikely to occur".
- Family RA Future A/N:** Fields for "Abuse Score:", "Neglect Score:", and "Risk Level:".
- Safety Assessment:** A "Safety Decision:" field.
- Strengths and Needs:** A "Needs Level:" field.
- Disposition:** A text field containing "Case Opened- Ongoing CPS Svcs: Petition".
- Initial Assessment - Primary Caregivers Rating:** A table with ratings for Maltreatment, Child Funct., Adult Funct., Circumstances, Parenting Disc., Parenting Gen., and Family Function. The total score is 13.5. Radio buttons are provided for "High (21 to 28.0)", "Significant (14 to 20.9)", "Moderate (7 to 13.9)", and "Minimal to Low (0 to 6.9)".
- Family Service Level:** A text field showing "Family Service Level: Moderate".

At the bottom of the "Results" tab, there is an "Options:" dropdown menu. The dropdown is open, showing a list of documents and checklists:

- Text
 - Safety Services Cover Sheet
 - Safety Services Staffing Results
 - Mandated/Relative Reporter Notice
 - Rights to Hearing Notice
 - SDM Information / Data Reporting Summary
- Checklist
 - IA Checklist
 - SS Checklist
 - Ongoing Checklist

Buttons for "Save" and "Close" are located at the bottom right of the "Results" tab. The browser status bar at the bottom shows "Done" and "Trusted sites".

8. Now, let's go back to the Basic Tab. Under Options, there are different selections for Assessment. For this example, we will use Clinical – IA Narrative. Click on the Go button.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check ABC Help ?

Assessment Name: Forest, Betty Status: Open **Report** Response Time: Same Day Date: 06/12/2006

Participants **Basic** Allegations Contacts Results

Case Name Information
CAO:
Street #: 64 Street: Main Street Apt.: 1
City: Crandon State: WI Zip: 54520 Country: United States
Phone: (715)222-6549 Ext.: Alt. Phone: Alt. Ext.:
Fax:
Language Preference: English

Living Arrangement of the Child(ren)
Living Arrangement of the Child(ren): Single parent household, mother only

Family Characteristics/Conditions
Family Characteristics/Conditions: Other
Family Characteristics/Conditions:
Family Characteristics/Conditions:

Options: **Go** **Save** **Close**

- Assessment
- Clinical
 - IA Primary Caregivers
 - IA Secondary/Non Caregivers
- Actuarial
- IA Narrative
- Family RA Future A/N
- Strengths and Needs
- Actions
- Extension

Done Trusted sites

9. The Initial Assessment Primary Caregivers Narrative Page will open. This page consists of six tabs. The first tab is Participant Information. This page is blank and will require the case manager to add participants to the Child Information field and Parent Information field. Use the add/edit buttons on each box to add the participants to whom the assessment applies. The add/edit button will bring up a pop up page.

Initial Assessment-Narrative -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Case Information

Case Name: Forest, Betty Case ID: 9221412 Referral Date: 06/12/2006

Participants Child Functioning Adult Functioning Family Functioning Maltreatment Summary

Child Information

Child Name DOB

Add/Edit

Parent Information

Parental Role Name DOB

Add/Edit

Save Close

10. Check off the box to the corresponding participant that should be added to the assessment for the Child Information and Parent Information group box and click continue.

Select	Person Name	DOB
<input checked="" type="checkbox"/>	Forest, Kevin	01/01/2006
<input type="checkbox"/>	Forest, Betty	02/02/1971

[Continue](#) [Close](#)

11. The Participant Information is now pre-filled with the participants selected from the Case Participant pop-up box.

Initial Assessment-Narrative -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Case Information

Case Name: Forest, Betty Case ID: 9221412 Referral Date: 06/12/2006

Participants Child Functioning Adult Functioning Family Functioning Maltreatment Summary

Child Information

Child Name	DOB
Forest, Kevin	01/01/2006

Add/Edit

Parent Information

Parental Role Name	DOB
Forest, Joe	01/01/1970
Forest, Betty	02/02/1971

Add/Edit

Save Close

12. The next tab is the Child Functioning Tab. Enter the narrative regarding child functioning. Pay specific attention to the rows and the scroll bar. This indicates that additional participants exist on the page or additional information is not on the screen and the scroll bar will show the hidden information on the page.

Continue the same process for Adult Functioning, Family Functioning, and the Maltreatment tabs.

Initial Assessment-Narrative -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Case Information

Case Name: Forest, Betty Case ID: 9221412 Referral Date: 06/12/2006

Participants **Child Functioning** Adult Functioning Family Functioning Maltreatment Summary

Child Functioning

Child Name: Forest, Kevin

Describe the child's general functioning and effects of any maltreatment.

Row 1 of 1

Enter Text Here!

Save Close

13. The Case Disposition group box is to document if the case is to be opened or closed and the reason.

The next group box is the Correspondence group box. This is used to document if Mandated Reporters, Relative Reporters were notified. It also is used to document if a Substantiation Notification and a Licensing Notification was sent.

Initial Assessment-Narrative -- Web Page Dialog

eWiSACWIS Errors Print Spell Check Help

Case Information

Case Name: Forest, Betty Case ID: 9221412 Referral Date: 06/12/2006

Participants Child Functioning Adult Functioning Family Functioning Maltreatment **Summary**

Case Disposition

☐ Case Closed Reason Case Closed: [dropdown]
☒ Case Opened Reason Case Opened: Case Opened- Ongoing CPS Srvcs: Petition [dropdown]

Correspondence

Mandated Reporter

☐ Not applicable
Date mandated reporter given feedback: 00/00/0000

Relative Reporter

☐ Not applicable
☐ Documented request for information received from relative reporter: 00/00/0000
☐ Date Letter Sent: 00/00/0000 OR Date of Court Order Barring Disclosure: 00/00/0000

Substantiation Notification

☐ Not applicable
Date Notice of Child Maltreatment Determination and Right to Appeal Letter Sent: 00/00/0000

Options: [dropdown] [Go] **Save Close**

14. The Summary group box documents any comments or information that was not documented elsewhere in the IA Narrative or referrals to other community resources.

The Options menu allows the worker to open the IA Narrative document.

The Safety Assessment and Plan can also be launched from the Options menu. Instructions on how to complete the Safety Assessment and Plan can be found in the Knowledge Web under the Quick Reference Guides.

Save and Close the IA Narrative page to return to the Assessment.

15. Final approval for the Assessment is done on the Participants tab under Options.

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Participants Basic Allegations Contacts Results

Assessment Participants

Name	Gender	DOB	Race	Roles	Edit Roles
Kevin Forest	Male	01/01/2006	White	AV-HM	Roles
Betty Forest	Female	02/02/1971	White	HM-PR-RN-RP	Roles
Joe Forest	Male	01/01/1970	White	AM-HM-PR	Roles

Insert

Options:

Actions
Approval
Link Report to Assessment

Done Trusted sites